

FY 2000 LANTDIV

Public Works Products, Services & Training



The Facilities Management Section (Code 1611) of LANTDIV is responsible for providing program leadership and expert Facilities Management consulting services to major claimants and Naval activities. This bulletin provides a listing of most products, services and training workshops available. A recap of these services is as follows:

Contact Jack Galvin: (757) 322-4626,
DSN 262-4626,
email: galvinjs@efdlant.navfac.navy.mil

Products and Services (by request)

Facilities Management Assistance:

Provide management engineering expertise in identifying and resolving PW/Staff Civil Engineering management, staffing, and organization problems. Areas of concentration include PW/Staff Civil Engineering organizational reviews, staffing studies, optimizing resource utilization, development and/or refinement of systems requirements, and identifying training needs.

Process Analysis and Work Flow Processes:

Analyze and evaluate public works organizations, functions, workload and staffing, and current work processes. Develop and recommend adjustments or changes to existing maintenance management processes in order to obtain efficient and economical work flow procedures.

Maintenance Management Assistance:

Provide interpretation, development and installation of procedures for management of activities maintenance and related functions in the Navy's Public Works Maintenance Management Program. The program includes: Work Generation, Work Control, Work Accomplishment and Work Analysis using work estimating, work simplification, cost reduction, job and shop scheduling, and management reporting techniques.

Annual Inspection Summary:

Provide assistance to Major Claimant in review, analysis, coordination and consolidation of activity AIS submissions. Provides results of analysis, management data and reports to Claimant and activities. Also provides assistance to activities in preparation of the AIS for submission to Major Claimant.

PW/SCE Organization and Staffing:

Provide assistance in the development of staffing requirements for PW Departments or Staff Civil Engineer Offices.

IFMI/ILM Planning, Migration, and Integration Support:

Provide assistance to facility managers to analyze current and future Public Works Facility Management information needs to develop an Integrated Facilities Management Information (IFMI) system supporting Installation Life-Cycle Management practices. Services include: information needs analysis, development of IFMI vision and POA&M, information systems recommendations, migration planning, and implementation support.

PW Resource Planning and Budgeting:

Provide assistance in the development of Real Property Maintenance (RPM) and Utilities Operations resource requirements for activity Public Works budget and Major Claimant Budget, POM, and BAM submissions. Emphasis is placed on developing RPM requirements from activity's Facilities Management System and Annual Inspection Summary and generating a Maintenance and Repair (M&R) Requirements Worksheet, Operating Plan, Maintenance Action Plan (MAP), Unfunded M&R Requirements and input to the Base Support (BS-1) Exhibit.

RPMA Budget/Execution Review:

Provide assistance to Major Claimants in the preparation of budgets for maintenance and repair, minor construction, and utilities operations functions for submission to OPNAV. Services include the verification of workload units of measure, resource requirements, budget plans, unfunded requirements and data on the Base Support (BS-1) Exhibit.

Shore Base Readiness Report (BASEREP):

Provide assistance to Major Claimant in review, analysis and coordination of activity BASEREP submissions. Provide results of analysis, management data and reports to Claimant and activities. Also provide assistance to activities in preparation of BASEREP for submission to Major Claimant.



Training Classes

(by request - on-site)

Navy Facilities Management (3 days):

This course provides an overview of the principles of facilities management and how each of the four basic components (work generation, work control, accomplishment & appraisal) interact in an integrated process. The course includes instruction on resource management, budget planning, and budget execution. The course is advantageous for PW managers, all FMED personnel, PW Administration, Engineering, Planning and Station Comptroller personnel.

Control Inspection Program (3 days):

Inspections generate basic data for; planning corrective action, Type "A" Annual Inspection Summary (AIS) submissions, and budget data development. Students receive "hands-on" learning and field exercises in the facility inspection process. Additionally, course includes an overview of PW Maintenance Management, AIS report, and Special Projects. Course is targeted at facility inspectors, management personnel responsible for inspection programs and other personnel who work with facility inspection reports.

Productivity, Public Works & You (3 days):

This course provides a basic overview of how the Public Works Department functions. It is designed for all PW personnel or other base personnel who want a better understanding of the "whys" and "why nots" of the PW operation. The 12-hour course is usually scheduled over a three-day period in four-hour increments. This permits two groups to be trained daily. The last day includes instructions on problem solving using a unique method of group communication.

Maintenance Supervisor (3 days):

This course provides shop supervisors, production controllers, and material expeditors with an understanding of the facilities management process and its impact on others. The course addresses work priorities, scheduling, coordination and effective use of time.

Work Estimating w/EPS & FMES (3 days):

Engineered Performance Standards (EPS) for Maintenance of Real Property (MRP) are a recognized tool for achieving improved productivity. Students will be trained in the proper application of EPS and use of the Facilities Management Estimating System (FMES) sub-modules of the Public Works Management Automation (PWMA) System. This course is advantageous to planner-estimators and others responsible for preparing or reviewing either r detailed or scoping estimates. This course is reimbursable and can be conducted on-site.

Facility Condition Inspector Course (3 days):

This course is customized to a specific site and builds upon the inspector skills to conduct thorough facility condition assessments. Inspectors learn how to identify, record, prioritize, and package deficiencies into a Multi-Year Maintenance Planning system. This "hands-on" learning includes extensive fieldwork on "real-world" facilities to produce packaged inspection reports for input into the PW automated maintenance management program. Course is targeted for facility inspectors.

Real Property Maintenance Activities (RPMA) Budget Workshop (3 days):

This is a claimant-sponsored workshop and is provided at the request of the claimant. This course focuses on preparing an RPMA Budget that is based on the activity's Facilities Management System. Students participate in a class exercise where they generate an RPMA Budget, including a Maintenance Action Plan (MAP), from the Facilities Management System of a fictitious activity. The workshop focuses on assisting activities in planning the effective use of scarce maintenance and repair dollars. Workshop is advantageous for PW managers, FMED, PW Administration, Engineering, Planning, and Station comptroller personnel.

FY 2000 Public Works Facilities Management Products, Services & Training Request Form

*This form may be used for requesting Products & Services, or
any of the on-site training classes listed in this bulletin.
Complete the form below, make a copy and FAX to (757) 322-4715, DSN 262-4715 or
Email requested information to Jack Galvin (galvinjs@efdlant.navfac.navy.mil).
To insure receipt, follow up with a phone call : (757) 322-4626, DSN 262-4626*

Activity: _____ Date: _____

POC & Title: _____

Phone#: _____ FAX #: _____

Internet Address: _____

Description of Products and Services or Training Course Requested:

Comments or Special Requests:
